

# **Community Services Reimbursement Rate Commission**

## **Roles and Responsibilities**

### **1. Chair**

- Meetings
  - In conjunction with technical consultant and administrative support staff ensure production and distribution of draft agenda and minutes
  - In conjunction with technical consultant, administrative support staff, Commissioners, and others (as necessary), ensure production and timely circulation of all necessary meeting materials to Commissioners
  - Facilitate meetings and ensure logistics
- Serve as liaison between CSRRC and technical consultant, DHMH, legislature, and others (as necessary), including responding to legislative and executive inquiries (in consultation with Commissioners) and requests for testimony
- Serve as spokesperson for the CSRRC
- Oversee performance of technical consultant contract and approve invoices
- Draft letters and ensure transmittal on behalf of the CSRRC, in consultation with Commissioners
- Oversee performance of administrative functions (e.g. public enquiries, updating website, notice of meetings, attendance reports)
- Ensure that Commissioners are accurately, completely, and timely informed of all matters related to fulfillment of CSRRC responsibilities
- Ensure drafting, editing, production, and timely distribution of the annual report, in consultation with Commissioners
- Ensure that the CSRRC meets its statutory responsibilities
- Fulfill the responsibilities of a Commissioner

### **2. Vice-Chair**

- Perform the functions of the chair in the chair's absence
- Perform tasks delegated by the chair (depending on expertise and availability)
- Fulfill responsibilities of a Commissioner

### **3. Commissioners**

- Contribute to the smooth and effective functioning of the CSRRC
- Attend all regular CSRRC meetings (6 per year)
- Read and consider materials related to matters coming before the CSRRC, participate in discussions, collaborate in providing direction to the technical consultant, and contribute to decisions in furtherance of the CSRRC's statutory mandate
- Attend advisory group and/or other meetings as needed and as available
- Provide professional expertise and assistance as needed and as available to facilitate achievement of CSRRC goals.